

Public Employee Retirement Administration Commission (PERAC)

Job Opening

Mission Statement

The Public Employee Retirement Administration Commission (PERAC) was created for and is dedicated to the oversight, guidance, monitoring, and regulation of the Massachusetts Public Pension Systems. The professional, prudent, and efficient administration of these systems is the public trust of PERAC and each of the 104 public pension systems for the mutual benefit of the public employees, public employers, and citizens of Massachusetts. The stewardship of the Trust Funds for the sole purpose of providing the benefits guaranteed to the public employees qualifying under the plans is the fulfillment of the obligation of the people of the Commonwealth to those who have dedicated their professional careers to the service of the people of the Commonwealth.

JOB TITLE: Assistant Deputy of Research, Planning & Public Affairs

STATEMENT OF DUTIES:

1. Will assist PERAC Executive staff in the substantive preparation of data, research and analysis.
2. Will conduct substantive analysis of various PERAC functions to document performance measures, identify efficiencies and develop remedial protocols and initiatives where necessary.
3. Will develop and maintain communications with legislature and relevant stakeholders in order to collaborate on issues, policies, initiatives, etc.
4. Will work with legislative counsel in furtherance of PERAC's legislative agenda.
5. Will make public presentations at retirement boards, and local and statewide interest groups.
6. Will work closely with the publication staff to prepare informational pieces as well as annual reports, valuations, results of fraud investigations, and restoration to service issues for legislators and their staff as deemed appropriate.
7. Will be responsible for preparing written responses to inquiries from the legislature interacting with PERAC staff as needed.
8. Will attend meetings of the sub-committees of the Commission as requested by the Executive Director to provide input on legislation and other topics which might impact the sub-committees.
9. Develop contacts with our congressional delegation and set up meetings annually to discuss national issues important to the Massachusetts Public Pension Community, its members and employers.
10. Perform other duties and special projects as assigned by the Deputy Executive Director of Policy and Executive Director.

QUALIFICATIONS:

1. Significant background in policy research and report writing.
2. Extensive research, writing and evaluative skills. Familiarity and/or working relationship with the Massachusetts Legislature and government. General knowledge of M.G. L. c. 32.
3. Experience working with constituent groups/individuals.

MINIMUM ENTRANCE REQUIREMENTS:

Bachelors Degree or 10 yrs. Experience in a related field

QUALIFICATIONS / ATTRIBUTES:

Ability to communicate effectively both verbally and in writing. Ability to use technology, including a computer to conduct research, manage databases, utilize application software programs, and produce written documents, reports and analysis. Ability to multitask and work independently and ability to work cooperatively with others, to be part of a team, to work together. Ability to exercise sound judgment when handling confidential information. Ability to be flexible and adapt to and work effectively as the situation changes. Ability to prioritize responsibilities and understand and meet deadlines.

WORKING ENVIRONMENT:

Incumbents usually work indoors within an office setting. The noise level is usually quiet. Periodically travel may be required within the state and work additional hours on special projects.

PHYSICAL ABILITIES:

Incumbents generally sit for long periods of time, utilize information technology resources, type, handle materials, and talk and/or hear. Incumbents may be required to stand, walk, balance, stoop, kneel and crouch. Incumbents may occasionally lift, carry, push, or pull up to 25 pounds of office supplies or equipment with or without assistance and with or without the use of devices and/or equipment to assist in the lifting effort.

RELATIONSHIPS WITH OTHERS:

Relationships may include agency personnel, management, personnel from other state agencies, retirement boards, public officials, vendors, the general public, and media.

MANAGEMENT:

Incumbents may provide direct supervision over, assign work to, and review the performance of technical, professional, support staff, or other personnel. Establish unit priorities and setting goals, monitoring operations or projects, delegating tasks, reporting on progress, modifying policies and procedures. Provide subject matter expertise to senior management and make recommendations to unit plans by developing short to medium range plans, monitoring expenditures, understanding state procurement and purchasing guidelines and comply with agency standards, policies, procedures and guidelines.

MANAGEMENT ABILITIES:

Set goals, priorities and direction over projects and delegate tasks. Review project updates, fiscal responsibilities; allocation of resources, and report progression plan. Manage daily unit operations. Provide subject matter expertise to direct staff. Recommend policy and procedure changes. Implement policy and procedures of agency programs and statewide programs and policies.

SALARY RANGE: \$100,000-\$140,000

Application Deadline: August 23, 2019

Interested candidates must apply on-line and submit cover letter and resume at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl>

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.